Statement of Work *(vertical text, left margin)*

Northern Arizona University (NAU),
Institute for Human Development –
Arizona University Center on
Disabilities (IHD-AzUCD)
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**NORTHERN ARIZONA
UNIVERSITY**
College of Social & Behavioral Sciences

Institute for Human Development

Statement of Work (SOW) for the Arizona Developmental Disabilities Planning Council (ADDPC)

Date	Services Performed By:	Services Performed For:
August 13, 2014	Northern Arizona University (NAU), Institute for Human Development – Arizona University Center on Disabilities (IHD-AzUCD) P.O. Box 5630 Flagstaff, AZ 86011	Arizona Developmental Disabilities Planning Council (ADDPC) 1740 West Adams Street, Suite 410 Phoenix, AZ 85007

This Statement of Work (SOW) is issued to the Arizona Developmental Disabilities Planning Council (ADDPC). In addressing ADDPC's Goal 3 (see below), NAU/IHD-AzUCD proposes the following project to provide greater access, outreach, and marketing to ADDPC's activities and efforts.

Period of Performance

The Services shall commence on July 1, 2015, and shall continue through June 30, 2016.

ADDPC Goal #3

The Council empowers persons with developmental disabilities and their families by providing information that promotes informed decision making when making choices and seeking the highest quality of life.

Scope of Work

NAU/IHD-AzUCD shall provide the services as follows:

Host 8 *Events* (Meetings or Webinars) on Adobe Connect.

> Types of *Events*: ADDPC Legislative Updates, ADDPC Public Policy Presentations, Employment First webinars, Funded Project Reports (IHD/PBIS, Sonoran UCEDD/ADES, RFGA Instructions), and Emergency Preparedness Meetings.

Host ADDPC Quarterly Meetings on Adobe Connect

Deliverable Materials

Adobe Connect is a versatile, web-conferencing platform that allows hosts, presenters, and participants to effectively collaborate in a virtual setting. Increasingly, webinars are playing a vital role in the presentation and dissemination of information.

Adobe Connect is compatible across operating systems (iOS and Windows) without a download of a desktop client (it renders in a browser). *Events* can also be accessed through mobile devices (iOS and Android) with an app download for a complete immersive experience.

There are three deliverables for each *Event*: management, promotion, and hosting. NAU/IHD-AzUCD will include these three phases as deliverable materials.

Management:

NAU/IHD-AzUCD will invite identified presenters into an Adobe Connect virtual space and share an overview of the key features. After deciding on which features are necessary to deliver the proposed *Event* (Meeting or Webinar), NAU/IHD-AzUCD will provide a form required to populate the information needs of an Adobe Connect *Event*.

NAU/IHD-AzUCD will request content for uploads to Adobe Connect- PowerPoints, documents, websites, surveys and media. NAU/IHD-AzUCD will convert content to formats compatible with Adobe Connect.

After organizing presenters, uploading information, and collecting content, NAU/IHD-AzUCD will schedule a date, closer to the *Event*, for a practice run.

Promotion:

After receiving the required information in the form, NAU/IHD-AzUCD will create invitations (brand specific to ADDPC and NAU/IHD-AzUCD) within the Adobe Connect Events Module that can be forwarded in list serves. Also, registration URLs can be copy/pasted into documents and disseminated as announcements or embedded in emails.

NAU/IHD-AzUCD will track registrants (max capacity is 100 before paying for an increase) and provide reports (Excel files) to the ADDPC with collected information (customized questions by the ADDPC). This is critical in tracking requests for Reasonable Accommodations, collecting contact information, and asking for *Event* specific data. Customized emails can be triggered in Adobe Connect for any other pertinent information distribution needs.

ADDPC Events will be included in our Event Catalog where our featured events are listed. The Event Catalog is available via the internet to anyone that receives an invitation or announcement from any of our partners that we are supporting through NAU/IHD-AzUCD for Adobe Connect Events.

Hosting:

NAU/IHD-AzUCD will support the *Event* from start to archive (*Events* can be recorded and URLs shared for viewing). Working in the background, the NAU/IHD-AzUCD host will activate the meeting/webinar room and guide the participants through the Adobe Connect architecture. The NAU/IHD-AzUCD host will help deploy content and oversee the sharing of PowerPoints, documents, or media. Surveys can be distributed through emails to the participants of the *Event* (AIDD outcome measures to assess the *Event*). An archived Event URL will be posted to the ADDPC.

Link to Budget Justification

Adobe Connect Support – IHD-AZUCD ADDPC July 1, 2015– June 30, 2016	ADDPC	Cost Share	Total Budget
Personnel			
John McDermott – Project Coordinator .15 FTE (7200.00)	7,200		7,200
Thomas Uno-Associate Director .02 FTE(1656)		1,656	1,656
TOTAL PERSONNEL	7,200	1,656	8,856
Fringe Benefits			
John McDermott – Project Coordinator .15 FTE (4187.00)	4,187		4,187
Thomas Uno-Associate Director .02 FTE($526)		526	526
TOTAL FRINGE BENEFITS	4,187	526	4,713
Travel In State (500.00)			
TOTAL TRAVEL	500		500
Supplies (500.00)			
TOTAL SUPPLIES	500		500
Other			
Telephone* (1000.00)			
TOTAL OTHER	1000		1,000
TOTAL DIRECT	13,387	2,182	15,569
INDIRECT COST (10%)	1,339	2,798	4,137
TOTAL COST	14,726	4,980	19,706
		25.271% 0.338177373	

Budget Justification

PERSONNEL ($8856)

Project Coordinator (.15 FTE) $7200

John McDermott

John McDermott will be the Project Coordinator for this project. His duties will include the management, promotion, and hosting of ADDPC *Events* and quarterly meetings. Please see the section above (Deliverable Materials).

Associate Director (.02 FTE) $1656

Thomas Uno

FRINGE BENEFITS ($4713)

Project Coordinator (.15 FTE) $4187

John McDermott

Associate Director (.02 FTE) $526

Thomas Uno

The Employee Related Expense (ERE) total is based on projected cost of health, dental, life, disability, FICA and medicare, unemployment, and retirement benefits relative to each employee's salary and/or wages, FTE, and election of benefits. The ERE rate for an employee is calculated by dividing his/her salary by the total cost of his/her benefit package. FICA 6.20%; Workmen's Comp 0.71% of salary; Unemployment 1%; Retirement 9.870%; Disability 0.25% of salary; Dental $60/yr/single; $164/yr/family; Health $6,506/yr/single; $16,980/yr/family; Life $25.48/yr.

TRAVEL ($500)

Funds are requested to support staff travel to the ADDPC Main Office for two onsite Adobe Connect *Events*.

SUPPLIES ($500)

Funds are requested to cover the cost of project related supplies.

OTHER ($1000)

Telephone ($1000)

Funds are requested to cover costs of NAU/IHD-AzUCD's integrated telephony service (SoundConnect) that is packaged with Adobe Connect. The advantages of this telephony service is the ability to record conversations for those wishing to be connected through their telephone to ADDPC *Events*. The number is toll free and NAU/IHD-AzUCD is charged per minute, per participant and billed per *Event*. Other advantages include SoundConnect's sound quality and use in conjunction with available Voice over Internet Protocol (VoIP) options.